

# Extended CSV/SDS Format for Skooler

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Contributors 

Schools and School Districts can read SDS (School Data Sync) CSV files for importing identity data to Skooler. Skooler will accept the standard SDS files. But in order to get a complete set of data needed, Skooler provides a set of extended files with more details.

School Data Sync is a Microsoft product, and the official documentation of the CSV file format is here: <https://docs.microsoft.com/en-us/schooldatasync/school-data-sync-format-csv-files-for-sds>

Please read for Microsoft's official information about the standard SDS file format.

## Common features

Common for both the standard and extended file formats is that the files are named in singular form, like "school.csv" instead of "schools.csv". The names of the files should not be changed.

The content of the files is separated in two; the "column headers" and "data". The column headers are the first row in the files. Column headers should not be changed. Renaming or deleting columns will make the file not read and import as normal. Added columns will be ignored.

The data rows are row #2 and down. The number and order of columns should always match the number and order of the headers. If not, the file will not read and import as normal.

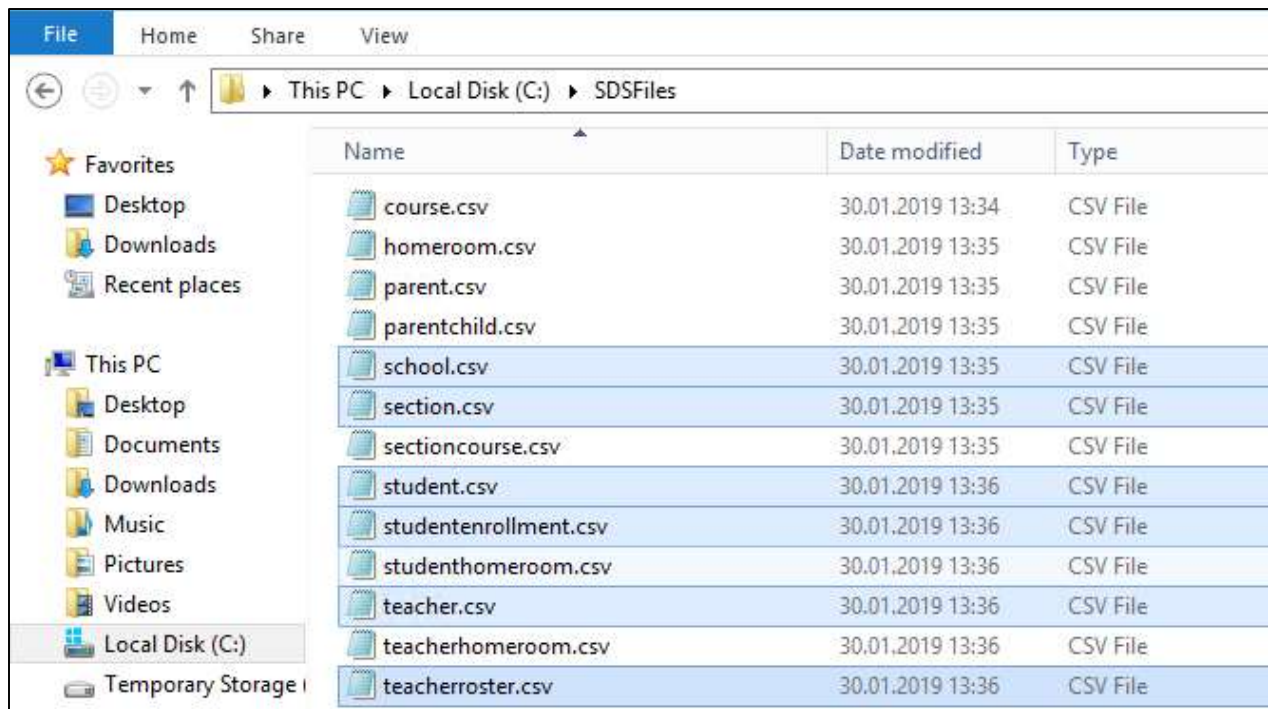
The separator character is comma (,). If you have values that contains a comma, like names for persons or sections, the text should be quoted (double quote character). Commas within quotes will not act as a separator. This is common CSV behavior.

## Microsoft's standard files

In a general matter, the standard SDS CSV files consists of a set of the following files:

- school.csv
- student.csv
- teacher.csv
- section.csv
- studentenrollment.csv
- teacherroster.csv

These files are selected (blue background) in the following screenshot.



The standard CSV files are not touched from Skooler's side. They are handled as intended. Skooler also supports the UK specific SDS file format. Remember that although Skooler can read and handle content of these files, there might be differences in how the content is managed when synced into Skooler.

## Schools

The *school.csv* file contains schools. Schools are necessary to add, as the other files contain reference to where the persons and sections belong. This file should contain at least one school.

school.csv		
Column Header	Required or Optional	Example
SIS ID	Required	SCL0001
Name	Required	School of Cartoons
School Number	Optional	12345
School NCES_ID	Skipped by Skooler	
State ID	Optional	WA
Grade Low	Optional (Recommended)	1
Grade High	Optional (Recommended)	8
Principal SIS ID	Optional	TEA0001
Principal Name	Optional	Marge Simpson
Principal Secondary Email	Optional	marge.simpson@myschooldomain.org
Address	Optional	742 Evergreen Terrace
City	Optional	Springfield
State	Optional	Washington

Country	Optional	USA
Zip	Optional	98052
Phone	Optional	555-636939
Zone	Skipped by Skooler	

Other files references to the column “SIS ID” in this file, from a column “School SIS ID”.

## Students

The *student.csv* file contains a list of all the students in the organization. Skooler will never use the Password column. The Username column may contain the full UPN (UserPrincipalName), including the “@” and domain name. The “Residence” fields are deprecated by Microsoft, but the details will read into Skooler if present ant with data.

student.csv		
Column Header	Required or Optional	Example
SIS ID	<b>Required</b>	STU0001
School SIS ID	<b>Required</b>	SCL0001
Username	<b>Required</b>	bsimpson01@myschooldomain.org
Password	Skipped by Skooler	
First Name	<b>Required</b>	Bart
Last Name	<b>Required</b>	Simpson
Middle Name	Optional	
State ID	Optional	WA
Secondary Email	<b>Required</b>	bart.simpson@myschooldomain.org
Student Number	Optional	13579
Grade	Optional (Recommended)	8
Status	Optional	<b>active</b>   inactive   expired   deleteable
Residence Address	Optional	742 Evergreen Terrace
Residence City	Optional	Springfield
Residence State	Optional	Washington
Residence Zip	Optional	98052
Residence Country	Optional	USA
Birthdate	Skipped by Skooler	
Graduation Year	Skipped by Skooler	

Other files references to the column “SIS ID” in this file.

This file references school from column “School SIS ID” to column “SIS ID” in *school.csv*.

## Teachers

The *teacher.csv* file contains a list of all the teachers in the organization. Skooler will never use the Password column. The Username column may contain the full UPN (UserPrincipalName), including the “@” followed by the domain name.

teacher.csv		
Column Header	Required or Optional	Example
SIS ID	Required	TEA0002
School SIS ID	Required	SCL0001
Username	Required	hsimpson01@myschooldomain.org
Password	Skipped by Skooler	
First Name	Required	Homer
Last Name	Required	Simpson
Middle Name	Optional	Jay
State ID	Optional	WA
Teacher Number	Optional	02468
Status	Optional	active   inactive   expired   deleteable
Secondary Email	Required	homer.simpson@myschooldomain.org
Title	Optional	Mr
Qualification	Skipped by Skooler	

Other files references to the column “SIS ID” in this file.

This file references school from column “School SIS ID” to column “SIS ID” in *school.csv*.

## Classes

The *section.csv* file contains a list of all the sections in the organization. Sections are classes, and they are linked to course and subject details. A class is a group of students and teacher(s) having in a course. The course details are the same on cross of multiple classes. The subject is the “subject” or “standard” of the course.

*If you want a section (a class) to be linked to multiple courses, see the “sectioncourse.csv” file.*

**Example:** There could be two English classes, taught by two teachers on two different grade levels. There are different students and teachers in those classes. But they all teach the same course, English. There may be many more English classes, with different learning goals and difficulty. But they could all be grouped under the same subject, Language Arts.

section.csv		
Column Header	Required or Optional	Example
SIS ID	Required	SEC0001
School SIS ID	Required	SCL0001
Section Name	Required	English, 8th grade

Section Number	Optional	0001-08
Term SIS ID	Optional	S1
Term Name	Optional	First semester 2018-2019
Term StartDate	Optional	08/15/2018
Term EndDate	Optional	12/21/2018
Course SIS ID	Optional	1000019
Course Name	<b>Required</b>	English
Course Number	<b>Required</b>	ENG0001
Course Description	Optional	Description of the English course
Course Subject	Optional (Recommended)	Language Arts
Periods	Skipped by Skooler	
Status	Optional	<b>active</b>   inactive   expired   deleteable

Other files references to the column “SIS ID” in this file.

This file references schools from column “School SIS ID” to column “SIS ID” in *school.csv*.

### Student enrollment – Links between students and classes

The *studentenrollment.csv* file contains a list of all the students linked to their sections/classes.

studentenrollment.csv		
Column Header	Required or Optional	Example
Section SIS ID	<b>Required</b>	SEC0001
SIS ID	<b>Required</b>	STU0008

This file references sections from column “Section SIS ID” to column “SIS ID” in *section.csv*.

This file references students from column “SIS IS” to column “SIS ID” in *student.csv*.

### Teacher roster – Links between teachers and classes

The *teacherroster.csv* file contains a list of all the teachers linked to their sections/classes.

studentenrollment.csv		
Column Header	Required or Optional	Example
Section SIS ID	<b>Required</b>	SEC0001
SIS ID	<b>Required</b>	TEA0002

This file references sections from column “Section SIS ID” to column “SIS ID” in *section.csv*.

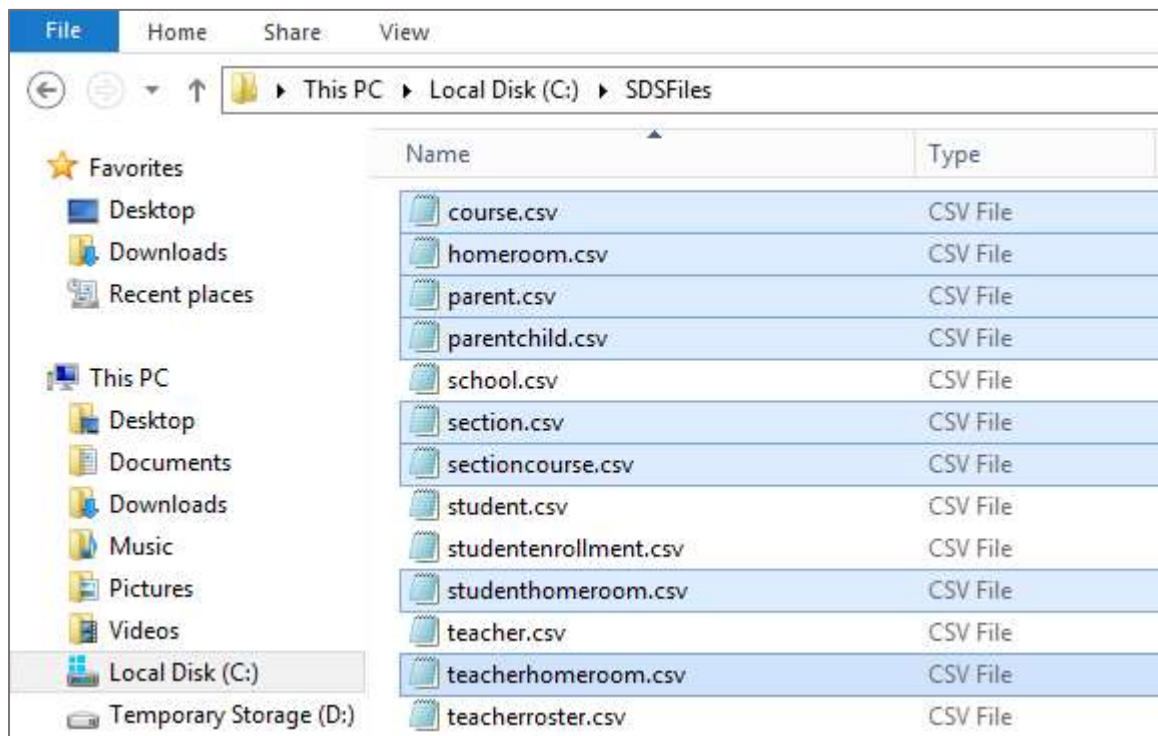
This file references teachers from column “SIS IS” to column “SIS ID” in *teacher.csv*.

## Skooler's extended files

Skooler has a set of extended files that consists of the following files:

- course.csv
- homeroom.csv
- teacherhomeroom.csv
- studenthomeroom.csv
- parent.csv
- parentchild.csv

These files are selected (blue background) in the following screenshot.



Each CSV file must contain all required fields highlighted in blue. Each CSV file may also contain any of the optional fields listed as well. The tables below list the required and optional attributes on a file by file basis.

### Courses

The *course.csv* file holds a complete list of course and subject details for the organization. This way, Skooler can hold details about courses and subjects that are not necessarily used in a section. The "Course SIS ID" column is the one that is references in the corresponding column in the standard *section.csv* file.

A course is linked to a section. A course may be linked to a subject. All courses can be tagged with grade information, if a course only applies to one or more grade levels.

**Example:** A subject “MATH – Mathematics” may be the parted in to courses like “Numbers”, “Algebra”, “Geometry” or “Mathematics 1”, “Mathematics 2” etc, which are linked to the sections.

course.csv		
Column Header	Required or Optional	Example
Course SIS ID	Required	1000004
Course Code	Required	MATH0401
Course Name	Required	Mathematics 4
Subject SIS ID	Optional	2000001
Subject Code	Optional (Required if Subject SIS ID is set)	MATH
Subject Name	Optional (Required if Subject SIS ID is set)	Mathematics
Grade Low	Optional	4
Grade High	Optional	4

### Links between sections and courses

The *sectioncourse.csv* file holds additional links between sections and courses. Although the links between sections and the courses are linked in the *section.csv* file by the column “Course SIS ID”, there may be sections that are linked to multiple courses. This opens for having multiple courses linked to a section.

If an entry in this file is the same as already referenced in the *section.csv* file, it is skipped.

**Example:** If a section “Mathematics, Mr. Holmes” has reference to course “MATH0401 – Mathematics” in the *section.csv* file, additional courses can be added to the section here, like also reference to “MATH0402 – Numbers”, “MATH0403 – Geometry” and “MATH0404 – Algebra”.

sectioncourse.csv		
Column Header	Required or Optional	Example
Course SIS ID	Required	SEC0001
SIS ID	Required	1000014

### Homeroom

The *homeroom.csv* file holds homeroom groups. Homeroom groups in Skooler is groups of students and teacher(s) outside the context of a subject or course (section). Like groups for “5th grade” or “6A”.

A homeroom group may also be for student(s) that needs special attention from a teacher, or more help with homework.

A teacher in a homeroom group is considered as “contact teacher” in Skooler, that opens for more functionality related contact teachers.

homeroom.csv		
Column Header	Required or Optional	Example
SIS ID	Required	HOM0001
School SIS ID	Required	SCL0001
Homeroom Name	Required	Homeroom 1th grade
Grade	Optional	1

Other files references to the column “SIS ID” in this file.

This file references school from column “School SIS ID” to column “SIS ID” in *school.csv*.

### Links between teachers and homerooms

The *teacherhomeroom.csv* file holds links between teachers and homeroom groups. There may be more than one teacher in a homeroom group. This file is structured in the same matter as the standard *teacherroster.csv* file.

teacherhomeroom.csv		
Column Header	Required or Optional	Example
Homeroom SIS ID	Required	HOM0001
SIS ID	Required	TEA0002

This file references homerooms from column “Homeroom SIS ID” to column “SIS ID” in *homeroom.csv*.

This file references teachers from column “SIS IS” to column “SIS ID” in *teacher.csv*.

### Links between students and homerooms

The *studenthomeroom.csv* file holds links between students and homeroom groups. There is usually more than one student in a homeroom group. This file is structured in the same matter as the standard *studentenrollment.csv* file.

studenthomeroom.csv		
Column Header	Required or Optional	Example
Homeroom SIS ID	Required	HOM0001
SIS ID	Required	STU0008

This file references homerooms from column “Homeroom SIS ID” to column “SIS ID” in *homeroom.csv*.

This file references teachers from column “SIS IS” to column “SIS ID” in *teacher.csv*.

### Parents

The *parent.csv* file holds a complete list of parents to children/students in the organization. The file has only basic details about parents.



parent.csv		
Column Header	Required or Optional	Example
SIS ID	<b>Required</b>	PAR0008
First Name	<b>Required</b>	Phil
Last Name	<b>Required</b>	Dunphy
Email	Optional ( <b>Required</b> if parents want to log in to Skooler)	phil.dunphy@privatemail.org
Phone	Optional	

### Links between parents and students

The *parentchild.csv* file holds links between parents (legal guardians) and their children (students). There are usually one or two parents per child. This file is structured in the same matter as the standard *studentenrollment.csv* file.

parentchild.csv		
Column Header	Required or Optional	Example
Student SIS ID	<b>Required</b>	STU0009
SIS ID	<b>Required</b>	PAR0008

This file references students from column "Student SIS ID" to column "SIS ID" in *student.csv*.

This file references parents from column "SIS ID" to column "SIS ID" in *parent.csv*.

### Information in Norwegian

The following details applies to Norway and will be written in Norwegian.

En "section" er det vi kaller faggruppe i norsk sammenheng.

En «homeroom» er det vi kaller klassegruppe i norsk sammenheng.

Det er brukt «course» og «subject», mens i Norge er dette stort sett bare fag, ofte satt i sammenheng med fagene Udir har tilgjengelig. Ofte er «course» faget (f.eks. «MAT0005 - Matematikk 5. årstrinn») mens «subject» er fagområdet («FOMR506 - Matematikk»).

En «parent» er ansett en foresatt i norsk sammenheng. En foresatt kan være biologiske foreldre, formyndere eller i enkelte forhold barnevern eller forsterforeldre.

En «student» er mest omtalt som elev, mens det er «child» eller barn i forhold til sine foreldre.